

## NAMING DOCUMENTS

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- ❖ Documents are named just as if they were a file folder label.
- ❖ The document file extension tells Office 2003 which application was used to create the document.
- ❖ You may use either uppercase or lowercase letters to name a document.
- ❖ The program will read each one in the same way.
  - Example: Proposal and PROPOSAL will be read the same.
- ❖ **DO NOT** use periods in a document name. Office 2003 reads anything after a period as a document extension
- ❖ The following rules pertain to naming files in Office 2003:
  - The file name may be up to 255 characters.
  - Spaces may be used in the file name.
  - Make sure the name isn't so complicated that the name won't be remembered later.
  - Avoid using the following characters in a file name:

▪ Asterisk (*)	▪ Forward Slash (/)
▪ Ampersand (&)	▪ Back Slash (\)
▪ Percent Symbol (%)	▪ Greater than sign (>)
▪ Dollar Sign (\$)	▪ Less than sign (<)
▪ Carrot Sign (^)	▪ Question Mark (?)
▪ Pound Symbol (#)	▪ Quotation Mark (")
▪ At Symbol (@)	▪ Semicolon (;)
▪ Colon (:)	▪ Pipe Symbol ( )